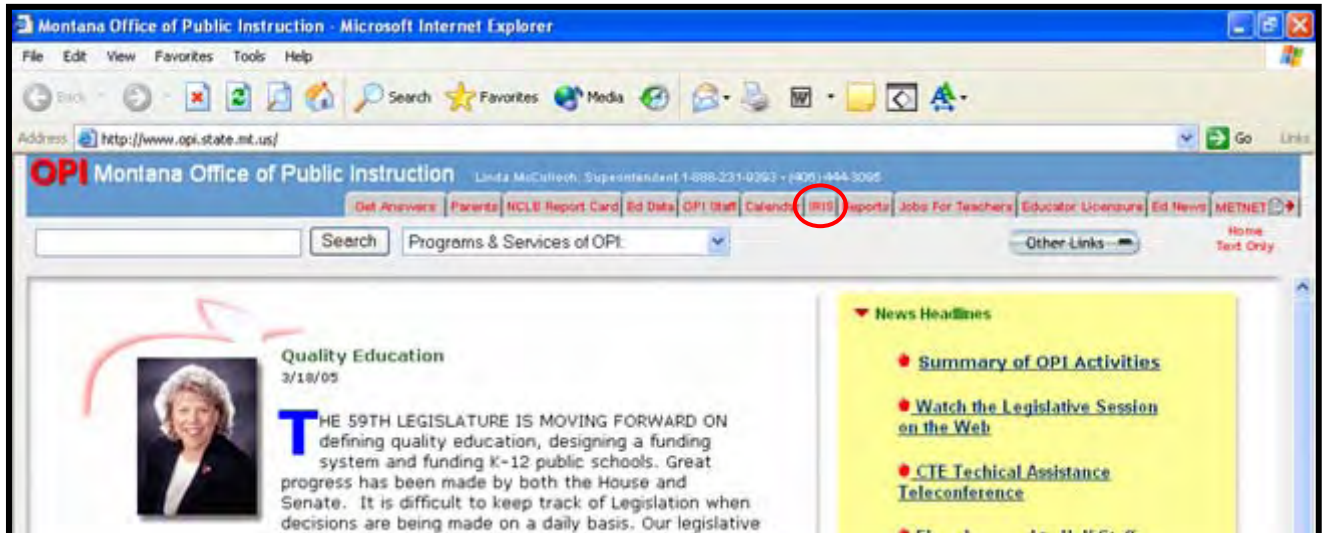


**User's Manual**  
**Carl D. Perkins Accountability**  
**Electronic Data Entry**



**Spring 2005**

To access the new Carl Perkins Accountability system, go to the OPI Web page, [www.opi.state.mt.us](http://www.opi.state.mt.us) or [www.opi.mt.gov](http://www.opi.mt.gov). Click on the IRIS tab.



Enter your user name and password and click “Log In.”

**STATE OF MONTANA**  
**CITRIX ENTERPRISE PORTAL**

Username: SC0564

Password: .....

Domain: STATE

Log In

Welcome to the Citrix Enterprise Portal.

If you do not know your login info, please contact your agency help desk or system administrator.

**Citrix Links**

- Submit a Citrix update
- Install Citrix Clients

**WARNING:** All Citrix clients version 8.0 and older have a serious security vulnerability. Please [update your Citrix client to version 8.1](#), updated on 11/29/04.

**IRIS**

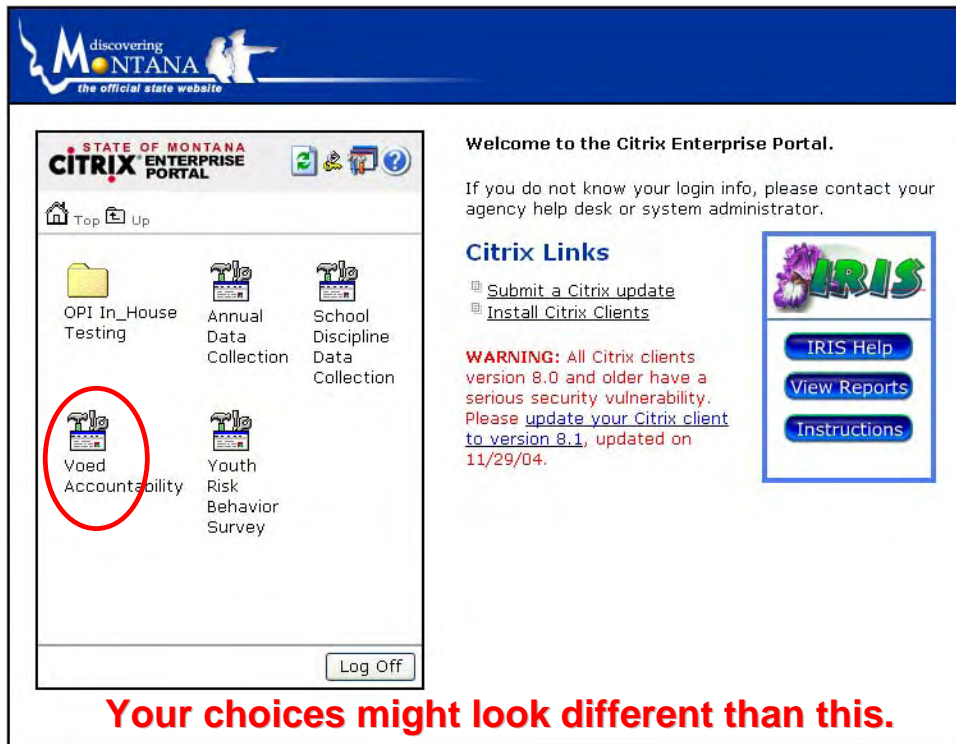
IRIS Help

View Reports

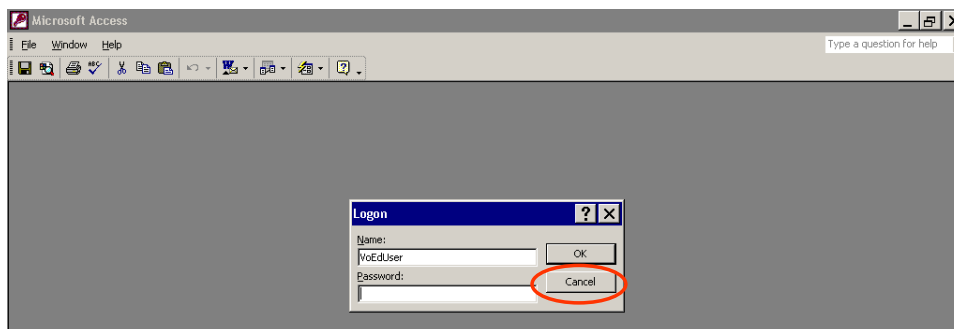
Instructions

Your user name and password is the same for all Citrix applications. Use the one assigned to your school for the Annual Data Collection and other Citrix application your school uses.

Single click the “Voed Accountability” icon.

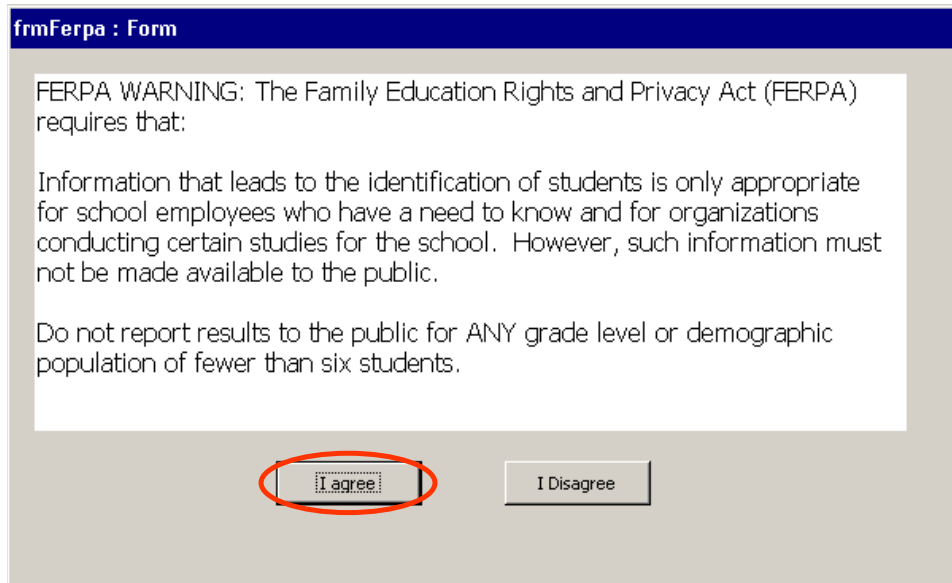


Click “Cancel” when this log-in screen comes up.



## FERPA Warning

We take the matter of student privacy very seriously. Do not release the information you are providing to individuals or organizations that do not have a legitimate “need to know.” Click “I agree” to continue.



The screenshot shows a window titled "frmFerpa : Form". Inside, there is a text area with the following content:

FERPA WARNING: The Family Education Rights and Privacy Act (FERPA) requires that:

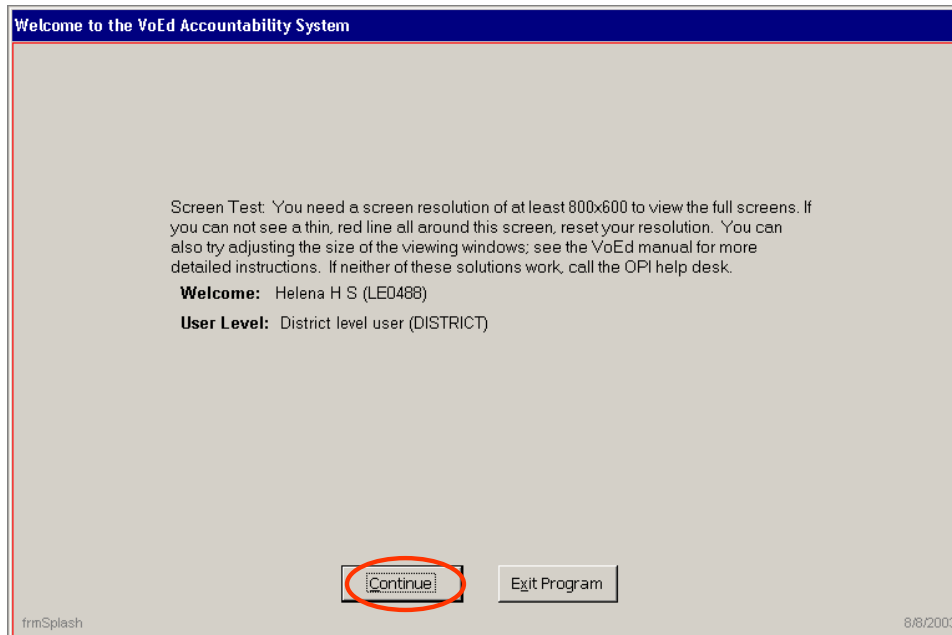
Information that leads to the identification of students is only appropriate for school employees who have a need to know and for organizations conducting certain studies for the school. However, such information must not be made available to the public.

Do not report results to the public for ANY grade level or demographic population of fewer than six students.

At the bottom, there are two buttons: "I agree" and "I Disagree". The "I agree" button is circled in red.

## Resolution Check

If you see the thin red line, click “Continue.”



The screenshot shows a window titled "Welcome to the VoEd Accountability System". Inside, there is a text area with the following content:

Screen Test: You need a screen resolution of at least 800x600 to view the full screens. If you can not see a thin, red line all around this screen, reset your resolution. You can also try adjusting the size of the viewing windows; see the VoEd manual for more detailed instructions. If neither of these solutions work, call the OPI help desk.

**Welcome:** Helena H S (LE0488)

**User Level:** District level user (DISTRICT)

At the bottom, there are two buttons: "Continue" and "Exit Program". The "Continue" button is circled in red.

frmSplash 8/8/2003

Your school information should pre-fill based on your Log-in.  
Click “Get Started.”


**Select Your County, District, System, Coop or School**

Step #1: Select a School or District Below.  
Step #2: Click on the Get Started button to work with your selection -->  
You can return to this screen at any time by pressing the Select button.

**Working at the School Level with an Individual School.**


School Year:	2004-2005	Codes:	
County:	Lewis & Clark		25
System or Coop:	Helena Public Schools		0611
Legal Entity:	Helena H S		0488
School:	Helena High School		0661


This screen shows you what selection options are currently set and are based on your user id. You can modify any of the white fields. Selections here will determine what forms and reports as well as data you can work with.



Double click on “CTE Concentrator Information Data Entry (Spring)” or single click it and click “Select Option”

**Main Switchboard**

 Vocational Education Accountability System

 **2004-2005**  
**Lewis & Clark (CO 25)**  
**Helena Public Schools (SS 0611)**  
**Helena H S (LE 0488)**  
**Helena High School (SC 0661)** **School Level**

Click to Select

Category: View All

Option

Accountability Data Entry

**CTE Concentrator Information Data Entry (Spring)**

CTE Concentrator Followup Data Entry (Fall)

Maintenance Screens


Printer Test

Edit Menu View Details Select Option Exit

Enter the student data in the fields. Use the drop-down lists when appropriate. Note: You can only enter a name or an ID number. You cannot enter both.

**frmStudent : Form**

**VoEd Concentrator Data Entry**


**2004-2005**  
**Lewis & Clark (CO 25)**  
**Helena Public Schools (SS 0611)**  
**Helena H S (LE 0488)**  
**Helena High School (SC 0661)** School Level

Click to Select

Last Name:   
 First Name:   
 Program Concentration Area:

Vocational Concentrator ID:   
 Anticipated Year of Graduation:

Gender:  Tech Prep Participant:  Disability/IEP:  Single Parent:  Limited Proficient:

Agriculture Education  
 Business Education  
 Marketing Education  
 Health Occupations  
 Family and Consumer Sciences Education  
 Technology Education/Industrial Arts  
 Trade and Industrial Education  
 Blend


Record:  1 of 1

Multi-Record View Exit

## Name Entry Example:

**frmStudent : Form**

**VoEd Concentrator Data Entry**


**2004-2005**  
**Lewis & Clark (CO 25)**  
**Helena Public Schools (SS 0611)**  
**Helena H S (LE 0488)**  
**Helena High School (SC 0661)** School Level

Click to Select

Last Name:  Doe  
 First Name:  Jane  
 Program Concentration Area:  Marketing Education

Vocational Concentrator ID:   
 Anticipated Year of Graduation:  2005  
 Race/Ethnicity:  White, Non-Hispanic

Gender:  F Tech Prep Participant:  Y Disability/IEP:  N Single Parent:  N Limited English Proficient:  N Economically Disadvantaged:  N Other Educational Barriers:  N NonTraditional Enrollee:  N

Record:  1 of 1

Multi-Record View Exit

## ID Number Entry Example:

**frmStudent : Form**

VoEd Concentrator Data Entry

2004-2005  
Lewis & Clark (CO 25)  
Helena Public Schools (SS 0611)  
Helena H S (LE 0488)  
Capital High School (SC 1547) **School Level**

Click to Select

First Name: Last Name: Program Concentration Area: Business Education

Vocational Concentrator ID: 345678 Anticipated Year of Graduation: 2006 Race: White, Non-Hispanic

Gender: F Tech Prep Participant: Y Disability/IEP: N Single Parent: N Limited English Proficient: N Economically Disadvantaged: N Other Educational Barriers: N NonTraditional Enrollee: N

Record: 4 of 4

Multi-Record View Exit

To switch to a multi-record view, single click this button.

**frmStudent : Form**

VoEd Concentrator Data Entry

2004-2005  
Lewis & Clark (CO 25)  
Helena Public Schools (SS 0611)  
Helena H S (LE 0488)  
Helena High School (SC 0661) **School Level**

Click to Select

Last Name: First Name: Program Concentration Area: Marketing Education

Vocational Concentrator ID: Anticipated Year of Graduation: 2005 Race/Ethnicity: White, Non-Hispanic

Gender: F Tech Prep Participant: Y Disability/IEP: N Single Parent: N Limited English Proficient: N Economically Disadvantaged: N Other Educational Barriers: N NonTraditional Enrollee: N

Record: 1 of 1

Multi-Record View Exit

## Multi-Record Name Entry Example:

frmStudent : Form

VoEd Concentrator Data Entry

2004-2005  
 Lewis & Clark (CO 25)  
 Helena Public Schools (SS 0611)  
 Helena H S (LE 0488)  
 Helena High School (SC 0661) **School Level**

Click to Select

	Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep	Disab	Single Parent
▶	Doe	Jane		F	Y	N	N
	Doe	John		M	Y	N	N
	Doe	Jennie		F	Y	N	N
	Doe	Josh		M	N	Y	N
	Doe	Jessie		F	Y	N	Y
	Doe	Justin		M	N	N	N
	Doe	Jennifer		F	N	N	Y
	Doe	Janet		F	N	N	N
	Doe	Jeff		M	N	N	N
	Doe	Jenenne		F	Y	N	N
	Doe	Joe		M	Y	N	N

Record: 1 of 12

Single Record View Exit

## Multi-Record ID Number Entry Example:

frmStudent : Form

VoEd Concentrator Data Entry

2004-2005  
 Lewis & Clark (CO 25)  
 Helena Public Schools (SS 0611)  
 Helena H S (LE 0488)  
 Capital High School (SC 1547) **School Level**

Click to Select

	Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep	Disab	Single Parent
			012345	F	N	N	N
			123456	M	N	N	N
			234567	M	N	N	N
▶			345678	F	Y	N	N
*							

Record: 4 of 4

Single Record View Exit

Click here to return to a single-record view.



**Time-saving Tip ~ It is possible to copy information from an Excel spreadsheet and paste it into the multi-record view...**

**Arrange your spreadsheet in the same column order with the same wording as the Accountability Multi-Record View layout.**

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep Participant	Disability IEP	Single Parent	Limited English Proficient	Economically Disadvantaged	Other Educational Barriers	NonTraditional Enrollee	Program Concentration Area	Anticipated Year of Graduation
1	Doe	Jane		F	Y	N	N	N	Y	N	N	Agriculture Education	2005
2	Doe	John		M	Y	N	N	N	N	N	Y	Family and Consumer Sciences	2005
3	Doe	Jennie		F	Y	N	N	N	N	N	N	Business Education	2005
4	Doe	Josh		M	N	Y	N	N	Y	N	N	Marketing Education	2005
5	Doe	Jessie		F	Y	N	N	N	N	N	N	Health Occupations	2006
6	Doe	Justin		M	N	N	N	N	N	N	N	Technology Education/Industrial Arts	2006
7	Doe	Jennifer		F	N	N	N	N	N	N	Y	Trade and Industrial Education	2006
8	Doe	Janet		F	N	N	Y	N	Y	Y	N	Blend	2005
9	Doe	Jeff		M	N	N	N	N	N	N	N	Business Education	2006
10	Doe	Jenenne		F	Y	N	Y	N	N	N	N	Marketing Education	2005
11	Doe	Joe		M	Y	N	N	N	N	N	N	Trade and Industrial Education	2005
12	Doe												

**Example: in the Race/Ethnicity field you must have “White, Non-Hispanic” instead of “White” or “Caucasian” and in the Gender field you must have “M” or “F”.**

**Select the rows containing student information. Do not include the header row.**

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep Participant	Disability IEP	Single Parent	Limited English Proficient	Economically Disadvantaged	Other Educational Barriers	NonTraditional Enrollee	Program Concentration Area	Anticipated Year of Graduation
2	Doe	Jane		F	Y	N	N	N	Y	N	N	Agriculture Education	2005
3	Doe	John		M	Y	N	N	N	N	N	Y	Family and Consumer Sciences	2005
4	Doe	Jennie		F	Y	N	N	N	N	N	N	Business Education	2005
5	Doe	Josh		M	N	Y	N	N	Y	N	N	Marketing Education	2005
6	Doe	Jessie		F	Y	N	N	N	N	N	N	Health Occupations	2006
7	Doe	Justin		M	N	N	N	N	N	N	N	Technology Education/Industrial Arts	2006
8	Doe	Jennifer		F	N	N	N	N	N	N	Y	Trade and Industrial Education	2006
9	Doe	Janet		F	N	N	Y	N	Y	Y	N	Blend	2005
10	Doe	Jeff		M	N	N	N	N	N	N	N	Business Education	2006
11	Doe	Jenenne		F	Y	N	Y	N	N	N	N	Marketing Education	2005
12	Doe	Joe		M	Y	N	N	N	N	N	N	Trade and Industrial Education	2005

Select the last (or in some cases only) row in the multi-record view by clicking on the ► on the far left of the row.

frmStudent : Form

VoEd Concentrator Data Entry

2004-2005  
 Lewis & Clark (CO 25)  
 Helena Public Schools (SS 0611)  
 Helena H S (LE 0488)  
 Helena High School (SC 0661) School Level

	Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep Participant	Disab
►						

Type “Ctrl+V” to paste the spreadsheet data into the Accountability system form.

frmStudent : Form

VoEd Concentrator Data Entry

2004-2005  
 Lewis & Clark (CO 25)  
 Helena Public Schools (SS 0611)  
 Helena H S (LE 0488)  
 Helena High School (SC 0661) School Level

	Last Name	First Name	Program Concentration Area	Anticipated Year of Graduat
►	Doe	Jane	Agriculture Education	2005
	Doe	John	Family and Consumer Sciences Educ	2005
	Doe	Jennie	Business Education	2005
	Doe	Josh	Marketing Education	2005
	Doe	Jessie	Health Occupations	2006
	Doe	Justin	Technology Education/Industrial Arts	2006
	Doe	Jennifer	Trade and Industrial Education	2006
	Doe	Janet	Blend	2005
	Doe	Jeff	Business Education	2006
	Doe	Jenenne	Marketing Education	2005
	Doe	Joe	Trade and Industrial Education	2005


Record: 1 of 11

Single Record View Exit

We have placed an Excel spreadsheet on the CTE web page for your use in the copy-paste option for data entry. The direct address for the CTE web page is [www.opi.state.mt.us/CTE](http://www.opi.state.mt.us/CTE) or [www.opi.mt.gov/CTE](http://www.opi.mt.gov/CTE)

When all names have been entered, click “Exit.”

The screenshot shows the 'frmStudent : Form' window titled 'VoEd Concentrator Data Entry'. It displays school information for the 2004-2005 school year at Helena Public Schools (SS 0611), Helena H S (LE 0488), and Helena High School (SC 0661). The 'School Level' is indicated as 'High School'. The form contains fields for 'First Name' (Jackie), 'Last Name' (Doe), and 'Program Concentration Area' (Business Education). Below these are fields for 'Vocational Concentrator ID', 'Anticipated Year of Graduation' (2006), and 'Race' (Black or African American). A row of checkboxes includes 'Gender' (F), 'Tech Prep Participant' (N), 'Disability/IEP' (N), 'Single Parent' (N), 'Limited English Proficient' (N), 'Economically Disadvantaged' (N), 'Other Educational Barriers' (N), and 'NonTraditional Enrollee' (N). At the bottom, a record navigation bar shows 'Record: 12 of 12'. The 'Exit' button is circled in red.

Larger schools may need to enter data in multiple sittings. When returning to data entry, click the  button to automatically add a new record.

The screenshot shows the same 'frmStudent : Form' window, but now displaying the second record. The 'Last Name' is 'Doe', 'First Name' is 'Jane', and 'Program Concentration Area' is 'Marketing Education'. The 'Anticipated Year of Graduation' is '2005' and 'Race/Ethnicity' is 'White, Non-Hispanic'. The 'Tech Prep Participant' checkbox is now checked (Y). The record navigation bar shows 'Record: 1 of 1'. The 'Add new record' button (represented by a right arrow and an asterisk) is circled in red.

# Reminders

- ◆ A concentrator is a student who has or will have completed six semester credits of vocational education coursework during high school.
- ◆ When choosing a program concentration area use the one that describes where the majority of the vocational credit was earned. If there is no clear majority, select “Blend.”
- ◆ This year we are collecting concentrators from both the senior and junior classes. For juniors, list all who have or will have six semester credits completed by the end of their senior year. Consult the classes for which the student has pre-registered. If your district does not have pre-registration, make an educated guess in consultation with your career and technical education (vocational) faculty and counseling staff.
- ◆ A tech prep student is one who receives a grade of B or better in an articulated course, i.e., one for which college credit is awarded through agreement between the secondary school and a post-secondary institution.
- ◆ “Single Parent” includes pregnant women.
- ◆ A “Non Traditional Enrollee” is a member of the underrepresented gender in an occupational area where the underrepresented gender comprises 25% or less of the workforce. Example: females in auto body repair.
- ◆ Call Karla Beagles at (406) 444-9019 for assistance.

# Tips

- ◆ Use your mouse, the tab and shift+tab keys, or the Enter (Return) key to move between fields.
- ◆ Records save automatically when you advance to the next record.
- ◆ Use the navigation buttons at the bottom of the screen to move between records. Use ◀ ▶ to move to the previous/next record. Use ⏮ ⏭ to go to the first or last record. ▶\* creates a new record.
- ◆ The Escape key will clear all fields in an unsaved record. If you accidentally enter an extra record, use the escape key to exit that record.
- ◆ To delete a record select Multi-Record View. Click on the ► on the far left of the row to select the row then hit your delete key. You can select more than one row at a time.

# Carl D. Perkins

## Contact Information

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